

## Welcome to the Tuesday Tree Huggin' Tip!

As we discussed in the last tip, The Donaldson Group's Greening Program's first campaign focuses on the **Three R's** of paper use – **Reduce, Reuse, and Recycle**. In addition to **using both sides of the paper** in printing and copying, here's another easy way to reduce office paper use:

### Tip 2: Think before you print or copy

Sometimes it is necessary for documents to be printed. Print responsibly.

- Preview documents before printing. Use the **print preview** to spot formatting errors and blank pages before you print. Proofread first, and use the spell/grammar tool to help avoid errors that can cause documents to be reprinted.
- **Print only the pages you need**. If only a few pages of the document are needed, print only those pages instead of the whole report. Most software programs provide this option under the print function.
- Promote a "think before you copy" attitude. Consider sharing some documents with co-workers. **Print only the number of copies needed** for the meeting, don't make extras.

Remember, you can actually ***hug a tree and save money*** at the same time!

Yours in crunchiness,

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